

# Wisconsin Health Information Management Association

These following activities include an overview of tasks required in the release of medical information:

Task Ranking		
	MAILING:	Opening Mail
<b>4</b> 7 minutes	PROCESS:	Processing Requests <ul style="list-style-type: none"> <li>- reading the request</li> <li>- verifying patient identification</li> <li>- obtaining medical record identification</li> <li>- verifying authorization (refer to Wis. Stat. 146.82, 146.025, 51.30 and 908.03; Federal 42 CFR Part 2, HIPAA)</li> <li>- requesting additional data on problematic requests</li> </ul>
	LOGIN:	Logging in request <ul style="list-style-type: none"> <li>- entry of data into computer or manual log</li> </ul>
	REQUISITION:	Preparing requisition via computer and/or outguides <ul style="list-style-type: none"> <li>- completing chart requisition slips and/or pull lists</li> <li>- sorting into alphanumeric order</li> <li>- placing requisition slips into outguides or computer entry</li> </ul>
<b>1</b> 15-20 minutes	RETRIEVAL:	Retrieving record <ul style="list-style-type: none"> <li>- locating record (maybe offsite—microfilm company, storage)</li> <li>- confirming correctness of record</li> </ul>
<b>3</b> 10 minutes	SCREEN:	Screening record (refer to Wisconsin Statutes and Federal regulations for requirements and penalty provisions) <ul style="list-style-type: none"> <li>- checking record for alcohol, drug abuse, mental illness, HIV treatment</li> <li>- identifying and tagging desired reports</li> </ul>
<b>2</b> 12-15 minutes	COPY:	Copying record <ul style="list-style-type: none"> <li>- disassembling record</li> <li>- copying of desired pages</li> <li>- checking quality of copies</li> <li>- handling of misfiled pages</li> <li>- reassembling record</li> <li>- producing copies from other media (microfilm, imaging)</li> </ul>
<b>5</b> 7-10 minutes	LOGOUT:	Logging out the request or Accounting for disclosure as required by Wis. Stat. 146.82(2)(d) <ul style="list-style-type: none"> <li>- checking the completeness of the request</li> <li>- recording information being sent</li> <li>- recording date and time information sent</li> <li>- stamping each copy with “re-release” statements, etc.</li> </ul>
	INVOICE:	Preparing invoices and/or cover letters <ul style="list-style-type: none"> <li>- determining any charges for copies</li> <li>- determining actual postage and any handling charges</li> </ul>
	MAILOUT:	Mailing the copies <ul style="list-style-type: none"> <li>- addressing and posting the envelope</li> <li>- prepare certified mailing, if necessary</li> <li>- mailing of the copies</li> </ul>
	REFILE:	Refiling the record <ul style="list-style-type: none"> <li>- pulling the outguide or enter in computer</li> </ul>
	MISCELLANEOUS:	Various other duties <ul style="list-style-type: none"> <li>- answering telephone calls</li> <li>- responding to walk-ins</li> <li>- responding to “stat” requests</li> </ul>